

Welcome to the 2018-2019 school year. All Clark-Pleasant Community School Corporation elementary schools believe in having similar procedures and expectations. We believe this supports continuity and allows the school year to run smoothly. Please acquaint yourself with the information in this book. Information is organized in alphabetical order. There are school specific pages at the end to address individual building needs. All handbooks are also available on our website.

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ATTENDANCE POLICY FOR CLARK-PLEASANT SCHOOLS

Clark-Pleasant Community School Corporation (CPCSC) endorses the belief that regular attendance is essential to the academic growth and well-being of a child. Active participation in classroom activities, interaction with staff and participation in other school programs are asset-building opportunities for children.

Consistent daily attendance of students is not only desirable due to its impact on student achievement; it is also a requirement under the laws of Indiana as expressed in the **Compulsory Attendance Statute I.C. 20-8.1-3-17**. It is the duty of a parent or guardian, and state law, for children to be in school and on time. Any parent or guardian, who willfully allows unexcused absences or does not follow the compulsory attendance law, is violating state statute and is subject to the appropriate consequences, at that point, CPCSC shall file attendance reports with the Family Resource Coordinator from Johnson County Community Corrections for further action.

We also recognize that illness, family emergencies, and learning opportunities outside of school arise from time to time. With these issues in mind we have adopted the following policies and procedures regarding school attendance.

- All student absences require contact with the school. Absences should be called into the school office on each day of the absence.
- Excused absences do not count towards allowable days and are listed below. In order to be counted as excused, they must meet one of the listed requirements and supporting documentation must be returned to the school after the absence.
- If the school nurse sends a child home due to an illness that meets State Department of Health Guidelines, the nurse and/or school administrator may excuse the absence for that day and the next day.
- We realize that some student absences do not require a doctor’s visit. Students are permitted 7 unexcused absences or allowable days without documentation before warning letters are mailed home.
- Pre-arranged absences are strongly discouraged and are counted as an unexcused absence. An example of this is a family vacation. Since homework is not typically assigned ahead of time, families are encouraged to read and keep journals of their travels.
- Absences due to head lice are unexcused absences and do count towards the 7 allowable days.
- An absence occurring as a result of a “suspension” shall be an excused absence.
- Any absence that is unexplained will be considered unexcused.

Excused Absences (Not Counted towards Allowable Days)

1. Healthcare, legal, and social services appointments that cannot be scheduled at non-school times (***Verification from the doctor or agency is required—see requirements below**)
2. Recognized religious holidays
3. Death in the immediate family
4. Juvenile or criminal justice system detention
5. Child to Work Day, if the absence is pre-arranged by written note from the child's parent or legal guardian. The note must describe the work site and types of activities the child will be involved in during that day.
6. Absences occurring as result of a suspension
7. Absences governed by laws of the state of Indiana (20-8.1-3-18)

***Professional Appointment Requirements**

Notice of appointment will be required upon return to school. The documentation must contain the following information in order to be considered an excused absence:

- Name of student
- Date and time of appointment
- Return date of school
- Any limitations and their durations

This documentation must be in the original form (written, not stamped) from the agency or office. Failure to produce documentation will result in violation of this policy.

School-Based Intervention Strategies

Seven (7) Days: When a student has been absent or tardy for **seven days** in one school year, a school official will send a warning letter to the child's parents and will make a referral to the Family Resource Coordinator from Johnson County Community Corrections. If the student has had an illness, which lasts several days causing the accumulated absences, the official may choose not to send the letter.

Ten (10) Days: When a student has been absent for ten (10) days in one school year, the principal will send a letter to the child's parents and the Family Resource Coordinator from Johnson County Community Corrections will take further action.

Tardy/Leave Early: Students are expected to arrive at school each day on time and are expected to remain at school all day. If your child arrives after the tardy bell, they are to sign in at the office before going to their classroom. Tardy counts include occasions during which students leave school early. In cases where a student is tardy to class for reasons beyond the student's control, such as a late bus, the student shall be admitted to class without penalty.

1. 7th tardy/leave early – A letter is sent from school to notify the parent.
2. 10th tardy/leave early – The school will send an official letter of notice of failure to comply with the Johnson County Community Corrections for further consideration.

- **Perfect Attendance**

A child must be at school all day, every day, to earn perfect attendance for the school year. There may be no tardies, no misses for doctor and/or dentist appointments, and no leaving early.

- **Good Attendance**

Good attendance will be acknowledged for children missing five days or less during a school year.

- **Habitual Truant**

A student is a habitual truant when “chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

- **Make-Up Work**

In all cases of absences, whether excused or unexcused, students shall be expected to make up work on all assignments missed. The make-up work shall be completed within a time period immediately following the absences as determined by the classroom teacher (recommendation: one day to complete work for each day of absence). For unexcused absences students will be given one (1) day for each day of unexcused absence from school to a maximum of five days to make up work missed during the absence. Example: A student misses school for seven days due to a family vacation (unexcused absence.) The student will be given five school days upon his or her return to make up work missed. Work not completed during the five days will be permanently recorded as a missing assignment. Homework assignments will not be given in advance and it is the responsibility of the student to ask for assignments.

- **Participation in Events**

To participate in an evening school function, a child must attend school that day.

- **Promotion/ Retention Based on Attendance**

The Clark-Pleasant Community School Corporation reserves the right to consider retention of a student at the present grade level, no matter what the child’s performance, based on twenty (20) or more excused or unexcused absences.

BOOK RENTAL

All Clark-Pleasant schools have a book rental/fees program. Fees and rental are due at the beginning of the year. **Checks should be made out to: Clark-Pleasant Community Schools.** The fee schedule for the current school year is available online and in the office. Fees may be paid online. If you need an account setup, please call the Clark-Pleasant Corporation Information Services Help Desk at 535-3446. (You are able to use this same account to pay lunch fees and check students’ grades.)

If a situation exists in your family, which would make full payment of your book rental a financial hardship, please contact us. We will be happy to work with you to set up installments. Financial assistance is available for the textbook rental portion of book rental. If you feel you are eligible for textbook rental support, you may complete the appropriate form available in our school office. Parents are still responsible for the fees portion of book rental.

If a textbook is lost, stolen, or damaged, the student and parent are responsible for replacing it. We have a list of textbook costs in the office. If you are transferring to another school within Clark-Pleasant, all materials will be forwarded to that school. If you leave the district entirely, we prorate the portion of rental and fees not used, and return it to you upon request.

Failure to make textbook rental payment in full or establish payment arrangements will result in the account being turned over to a collection agency and subject to collection fees being added to the account balance.

BEFORE AND AFTER SCHOOL CHILD CARE

If you are interested in enrolling your child in a before or after school child care program, please call the Honey Grove Extended Care Program at 887-5000 for more information. Our schools have this program available to the students.

BUS /TRANSPORTATION INFORMATION and RULES

Questions regarding bus transportation, schedules, delays, bus behavior, or bus stops as well as direct questions for the bus driver should be directed to our district Transportation Center as well as direct questions for the bus driver. Approaching the bus at the bus stop is not the safest way to address concerns. You may call the Transportation Center at 535-7255 with any bus questions.

● Bus Pass Procedure

Clark-Pleasant staff is always tracking student passengers to ensure safety. We monitor which students are on which buses at the end of the school day through bus passes so that students and drivers are not at an unfair risk of danger. If your child is not on their normal bus route, we do not have a way to quickly contact parents in case of an EMERGENCY. Students should utilize consistent transportation to one location 5 days a week unless there is an emergency need for a bus pass. If an EMERGENCY arises, a parent should send a written request to the school office. The bus pass is issued by the school and allows the child to ride home from school on a different bus. School offices may contact you regarding the purpose of the pass and offer suggestions for alternatives. Bus passes will be issued by the discretion of the building principal or designee and can be denied if a safety issue arises. It is possible for a student to permanently ride one bus in the morning and another bus in the afternoon due to childcare arrangements. Parents need to call the transportation department at 535-7255 in advance to fill out the necessary paperwork or contact the school office.

● Bus Schedules

The Office of Student Transportation will send out an all-call when routes are available online. Follow the below procedure to access your student's information. Bus Drivers will place calls to each household with stop information for students assigned to their buses. These calls will be placed the week before school starts.

- Bus Routes

The website is easy to find.

1) Type in: www.cpcsc.k12.in.us 2) Select: MENU: TRANSPORTATION 3) Select: Bus Routes Online Lookup 4) Type: Guest for username 5) Type: Guest for password 6) Select: Your Child's Grade 7) Enter: House Number 8) Enter: Street Name. If the street name you enter is incorrect, select from the drop down list and then click on USE SELECTED MATCH. 9) Select: FIND SCHOOL/TRANSPORTATION INFO. 10) Please keep in mind this is the approximate stop time for your student. Students are required to be at their stop 10 minutes prior to the stop time. If the system does not indicate a bus or bus stop, notify the Office of Student Transportation at 535-7255.

Routes change frequently, especially right before the beginning of a school year. Please be advised to check the website for changes before the first day of school.

- Alternate Transportation Forms

If your child requires an alternate transportation schedule, obtain a request form from the school, the Office of Student Transportation, or on the website under Transportation Resources. The request must be for all 5 days of the week, but can be only morning or only afternoon. Your request will be processed and a representative with the Office of Student Transportation will contact you.

- Bus Rules and Expectations

If your child rides the bus they are under the rules set by the bus drivers and Transportation Department to best ensure the safety of the students. The school bus is an extension of the classroom, and as such all school rules and policies are to be followed on the school bus. The school will support any rule made, and follow any recommendation given. Most of these rules are mandated by State law, and must be followed closely. Riding the bus is NOT a right, but a privilege and may be taken away from the student at any time. If your child is to change their normal bus route for a day or two due to an emergency, we must have 2 notes stating this; one for the teacher and one for the bus driver. This is also true if they are to be a car rider instead of riding the bus. Listed below are the rules issued to students riding school buses in Clark-Pleasant Community School Corporation.

1. Students shall be seated immediately upon entering the bus. All safety devices are required to be used, this includes lap-shoulder safety belts if installed on your student's bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
2. Students shall not stand or move from place to place while the bus is in motion.
3. Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. Students shall not leave their seat until the bus has come to a full stop and the door is opened by the driver.
6. Windows or doors shall not be opened or closed by students, except by the permission of the bus driver. Windows will not be opened more than halfway.

7. Students should be waiting at the bus stop when the school bus arrives. The school bus driver will stop and look for students, then continue on route.
 8. Kindergarten and Preschool students will not be released from the bus without the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
 9. Upon recommendation of the bus driver, school authorities may deny privileges of riding the school bus to students who refuse to conduct themselves in a courteous manner on the bus.
 10. The school bus driver has the same authority and responsibility as a teacher.
 11. Safety is the prime concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
 12. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
 13. Students are not allowed to bring food, drinks, or chewing gum on school buses. The approval of drinks and food on long trips can be negotiated with the driver.
 14. Students must keep head, hands and feet inside the bus at all times.
 15. Smoking is not allowed at any time.
 16. Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.
- A range of consequences will be used for students who do not follow the above corporation bus procedures. Children with repeated offenses may be prohibited from riding the bus.

- Bus Consequences

- 1st Referral Verbal Reprimand/ Warning
- 2nd Referral Probation
- 3rd Referral One Day Suspension
- 4th Referral Three Day Suspension
- 5th Referral Five Day Suspension
- 6th Referral Suspension for Semester

In case of suspension, the principal or designee will contact parents to notify them of the suspension and determine the date of suspension. Unless there is a vacation, the student will serve the suspension the day after the write-up. If the infraction is serious enough, the principal can determine a suspension schedule at their discretion.

CAFETERIA/BREAKFAST AND LUNCH

Each school cafeteria is designed to serve a balanced breakfast and lunch for our children by offering a wide variety of choices daily. It is our hope that by offering more food choices each student will fill his/her tray with food items he/she likes and will eat a healthy breakfast or lunch. Annual lunch menus are provided to each

student (menus are subject to change) and can be found online at www.cpcsc.k12.in.us/menus Click on the appropriate grade level for your child.

Breakfast

Breakfast is served daily in each of our buildings. If your child eats breakfast, they will have time before the tardy bell.

Payment Procedures

All CPCSC schools use a computerized accounting system for the school meal program. Students will use their school issued picture ID to access their account. Breakfast and lunch costs are subject to change, but are available on our website. Breakfast/Lunch money should be sent the first day of the school week for the entire week or more. Students prepay for their meals in the morning in the cafeteria. Checks should be made payable to the school cafeteria with your child's name printed in the memo line. Meal money should always be separate from other fees (field trips, pictures, etc.). One check may be used to pay for brothers and sisters as long as they attend the same school. Please be aware that there will be a \$25.00 fee on all returned checks.

Adults are welcome to eat lunch at school. Please see our visitor section of this handbook for guidelines on who may eat lunch. Please check in at the office once you arrive at the school to sign in and get a visitor sticker. You do not need to notify the kitchen in advance to join us for lunch. However, due to safety rules and procedures; we do not permit visitors to stay for recess. We ask that you do not bring fast food to school as fast food will not be permitted in the cafeteria. Adult lunch prices are subject to change, but are available on our district website.

- **Allergies**

If your child has food allergies, please contact the school nurse. She will assist you in collecting needed documentation, create a health plan and will work with the Food Service Department and building principal/ staff as needed.

- **Bringing Lunch to School**

Students may bring sack lunches to be eaten in the cafeteria. Students who wish to buy milk should bring 50¢ with their lunch. Carbonated drinks are not allowed (Pepsi, Coke, etc.)

- **Elementary School Meal Charge Policy**

A student will be allowed to charge no more than **two (2)** school breakfasts/lunches **per 9-week** period. The student will be told in the cafeteria line when he or she is charging and a written charge slip will be sent home with the student. Any student who has two charges and therefore cannot charge their lunch will be provided with an alternative snack by the school cafeteria. No meal charges will be allowed under any circumstances during the last ten (10) days of the school year.

- **Special Arrangements**

If it is anticipated that there will be special instances regarding charges, parents/guardian can make special arrangements with the individual building principals who in turn will pass this information onto the cafeteria.

Application for free or reduced lunches can be made at the Administration Building at 50 Center Street, Whiteland, Indiana or forms can be picked up from the school office. Existing households on free or reduced lunches must reapply in the fall.

- **Cafeteria Policies**

The cafeteria, besides being a lunchroom, is also a place where good human relations and social skills can be developed. Here, each student is expected to practice the general rules of good manners one should find in the home. Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

- Use good manners
- Walk in cafeteria
- Stand quietly in the line and no talking in serving line
- Clean up your own mess
- Keep hands, feet and objects to yourself
- No trading food (Board of Health regulation)
- Stay at your own table
- Talk quietly in the cafeteria
- Quiet time at signal

- **View Student Meal Account Via the Web**

You can view your student's meal account via the web. If you need an account setup, please call the Clark-Pleasant Corporation Information Services Help Desk at 535-3446.

CLARK-PLEASANT SCHOOL BOARD OF EDUCATION

Mrs. Beatrice Dunn
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Mr. Gary Robards
Mr. Brian Bair
Mr. Jerry Adkins

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Regular School Board Meetings are held on the third Tuesday of each month at 7:00 p.m. in the Education and Community Center at 50 Center Street. Additional special meetings may be scheduled. Visit www.cpcsc.k12.in.us for additional information and meeting agendas.

CLARK-PLEASANT DIRECTORY OF IMPORTANT PHONE NUMBERS

Break-O-Day Elementary School	535-7536
Administrative Office	535-7579
Clark-Pleasant Academy	535-3240
Clark Elementary	535-8503
Grassy Creek Elementary School	535-3980
Clark-Pleasant Middle School	535-7121
Pleasant Crossing Elementary School	535-3244
Sawmill Woods Preschool	535-2069
Whiteland Elementary	535-4211
Whiteland Community High School	535-7562
WCHS 9	535-3855
Transportation	535-7255
Special Services	736-8495
Technology Help Desk	535-3446
Student Registration Help Line	535-3197

CLARK-PLEASANT ELEMENTARY STUDENT CODE OF CONDUCT

In order to maintain a climate conducive to learning, we believe that students should feel safe and be well-behaved. To maintain a safe climate, we feel proper school behavior should focus on that behavior which causes no harm to any person or property. We believe it is the highest virtue of education to teach students to be responsible and successful while maintaining their dignity. Teaching children how to be responsible means tailoring discipline to the individual child. Through individualized discipline, each student will receive the reinforcement he or she needs to become a successful citizen.

Each adult employed within the school setting is held accountable for student safety and discipline. They have certain authority to correct students when the need arises. All adults are expected to assist with building and classroom discipline. Teachers are strongly encouraged to contact parents to solicit their help and support when classroom behaviors become a problem. A meeting with the student, parents, teachers and/or staff may be scheduled to communicate problems and determine possible solutions. Minor disruptive behaviors will be dealt with by appropriate discipline interventions by the individual teachers or instructional assistants. A classroom teacher may assign a lunch detention, an office referral, or appropriate discipline in an attempt to change unwanted behaviors.

Our school rules are the guidelines for acceptable behavior. They are based on life skills, are clear and specific, and are consistently enforced.

Discipline results when a school rule is broken. Appropriate disciplinary action is clear and specific, has a range of alternatives, is not a punishment but a motivation to improve behavior, is related to the rule violation, is natural or logical, and is a learning experience.

Discipline works best when administered by the classroom teacher through verbal reprimand, loss of recess and/or another activity, student isolation, after school detention, or additional physical or academic responsibilities that relate to the particular rule violation. Teachers working with parents may find other disciplinary alternatives that work best.

In the event your child is sent to the Principal's Office for disciplinary reasons, we will try to help the student understand the problem by either making the child aware of what policy or rule they have broken, or why the behavior is not acceptable. If there is a conflict between two or more individuals, we try to let them resolve it between themselves while we try to mediate the solution. There is usually some consequence for the breaking of rules and policies, and it is usually equal to the degree of the infraction. We realize all children make mistakes; we just expect improvement with each one.

Procedures to aid in the communication between staff and principal concerning inappropriate student behavior are in place. Parents will be notified of any serious disciplinary incident warranting your attention. This notification will be at the discretion of the teacher or principal.

Student involvement in any of the following activities will constitute a violation of school rules and will result in an appropriate disciplinary response from the school:

Bullying: HEA 1423 "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically) physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in a reasonable fear of harm to the targeted student's person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Indiana Code 20-33-8-0.2 defines bullying as an overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Bullying is not tolerated. CPCSC identifies bullying as intentional, aggressive behavior that involves an imbalance of power or strength and is repeated over a period of time. Bullying appears in many forms, including: physical, verbal, relational, emotional, and / or written/cyber. Examples include, but are not limited to: hitting, pushing, fighting, teasing, name-calling, intimidation, social exclusion, and writing or sending insulting or intimidating messages.

If a student is bullied, or witnesses a bullying incident, he or she should report the incident(s) to a teacher, school counselor, or administrator so that the situation can be rectified. If a student chooses to engage in any form of bullying, he or she will be subject to disciplinary action in relation to the seriousness of the offense. The discipline rules may be applied regardless of the physical location in which the bullying behavior occurs, whenever,

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation, and
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.

Cheating: Unless specifically exempted, all assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated. If, in the judgment of the instructor, a student uses another person's work (i.e. copying) and presents it as his/her own, the student has committed plagiarism. Similarly, a student who allows another student to copy their work for purposes of the deception outlined above will be held accountable for cheating as well. It is the teacher discretion whether the assignment/test/project will be reassigned or assign a zero. If deemed necessary, additional consequences will be assigned.

Fighting: Defined as aggressive physical contact between students with the intent of physically and/or emotionally harming another individual.

Inappropriate Communication (Written or Oral): Defined as using profanity or calling someone a derogatory name. This includes the use of obscene gestures, signs, pictures, or publications.

Possession of Illegal or Harmful Items: Defined as possession of any item which is illegal or could be used to harm another individual or school property. Possessing a knife at school or on the bus is a Class B misdemeanor. It is a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D Felony if the offense results in bodily injury.

Stealing or Destruction of School or Private Property: Defined as the taking of property belonging to someone else, or causing or attempting to cause damage to school or private property.

Willful Disobedience: Defined as a student's refusal to follow the directions of a staff member

Participation in a Major Disruption: Defined as intentionally making noise or acting in any manner that interferes with the ability of a teacher or any school personnel in their responsibilities to conduct the educational process.

Violation of Respect: Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, destruction of property, vandalism, use of vulgarity, cursing, making remarks of personally

destructive nature toward another person, or any restriction or prevention of free movement of an individual constitutes a violation of human respect. A violation of respect occurs whether the act is deliberate, intentional, unintentional, or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

POSSIBLE DISCIPLINE CONSEQUENCES

The discipline (consequences) that will be used to ensure desirable student conduct is one or more of the following actions:

- Teacher/Parent/Student conference
- Written notification to parents to be signed and returned next day
- Principal intervention
- Teacher/Parent/Student/Principal conference
- Counseling by Crisis Intervention Team
- Counseling by school counselor
- Peer Mediation
- Physical work to be done during student free time or after school
- Loss of privileges
- After or before school suspension
- Out-of-school suspension
- In-school suspension
- Proper authorities notified
- Out-of-school expulsion

The school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. All issues involving search and seizure shall be governed by guidelines on file in the school's administrative office which are available for inspection upon request.

The above mentioned are in compliance with State Law I.C. 20-8.1-5.1

Student Discipline and Due Process Law

The following addresses the discipline issues based on what is in Indiana Code.

1. The Indiana General Assembly has given school corporations very broad discretion in developing and implementing student discipline rules. In addition to the general statutory grounds of "student misconduct" and "substantial disobedience" as stated in local school rules for suspending and expelling students, the law states: ...a student may be suspended or expelled for engaging in **unlawful activity on or off school grounds** if:
 - (1) the unlawful activity may **reasonably be considered to be an interference with school purposes or an education function**; or
 - (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer

period when a student may not be attending classes or other school functions. IC 20-33-8-15.

2. In addition to such egregious crimes of murder, arson, and rape, examples of unlawful activity on or off school property for which a student may be disciplined (which may not be expressly listed in school discipline rules), provided the activity can reasonably be construed to interfere with school purposes, or the perpetrator's removal is needed to restore order or protect persons on school property, are:

a. battery (knowingly or intentionally touching another in a rude, insolent, or angry manner, IC 35-42-2-1

b. criminal recklessness (recklessly, knowingly, or intentionally performing an act that creates a substantial risk of injury to another, IC 35-42-22);

c. disorderly conduct (recklessly, knowingly, or intentionally engaging in fighting, tumultuous conduct, unreasonable noise after being asked to stop, or disrupting a lawful assembly of persons, IC 35-45-1-3);

d. intimidation (communicating a threat to another person with the intent that (1) the other person engage in conduct against his will or (2) the other person be placed in fear of retaliation for performing a lawful act; "threat" is defined as an expression by words or action of an intent to unlawfully injure the person or property of another, IC 35-45-2-1);

e. harassment (intentionally harassing, annoying, or alarming another person, but with no intent of legitimate communication, including via telephone, writings, and computer network, IC 35-45-2-2);

f. criminal gang activity (knowingly or intentionally actively participating in a "criminal gang" which is defined as a group of five or more persons that either (1) promotes, sponsors, or assists in, or (2) participates in, and requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery, IC 35-45-9-3); and

g. stalking (the stalking of another person, which is defined as a knowing or intentional course of conduct of repeated or continuing harassment that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel such, IC 35-45-10-5).

3. **Possessing a Firearm or A Destructive Device**

No student shall possess, handle or transmit any firearm or a destructive device on school property.

a. The following devices are considered to be a firearm under this rule:

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

b. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

4. **Possessing A Deadly Weapon**

No student shall possess, handle or transmit any deadly weapon on school property.

The following devices are considered to be deadly weapons for purposes of this rule:

- a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
- b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
- c. a biological disease, virus, or organism that is capable of causing serious bodily injury.

The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Legal References: IC 20-33-8-16; IC 35-47-1-5; IC 35-47.5-2-4; IC 35-31.5-2-86

5. An expulsion for misconduct (including criminal law violations, other than for firearms, destructive devices, and deadly weapons, is limited to a period of no longer than two semesters, which includes summer school when the misconduct and expulsion occurs in the second semester. IC 20-33-8-20.

(Note: Because the Indiana General Assembly has chosen to limit the length of expulsions, a serious offender

who violates school rules must be allowed to return to school after either two semesters or three semesters. States like Wisconsin and Illinois have no such limit. In a case where a student entered into a criminal conspiracy to bring weapons to school and kill students and employees, and even though he fortunately did not carry it out, the Seventh Circuit Court of Appeals upheld the permanent expulsion of the student by a Wisconsin school. See *Remer v. Burlington Area School District*, 286 F.3d 1107 (7th Cir. 2002).

6. Any person who threatens, intimidates, harasses, or batters a person having authority over the student must be reported to law enforcement by the principal. IC 20-3-9, sections 10-16.

7. A school board is given the authority to adopt rules requiring the parent or guardian of a student to participate in a disciplinary action in connection with the student's misconduct. IC 20-33-8-26.

a. A child under the age of 18 whose parent or guardian fails to participate in such disciplinary action, where the behavior of the student has been repeatedly disruptive and where the child needs care, treatment, or rehabilitation that the child is not receiving and is unlikely to be provided or accepted without the intervention of the court, is a child in need of services under the child abuse and neglect law. IC 31-34-1-7.

8. Questioning of a student suspect by school personnel is not a custodial police interrogation and, therefore, does not require *Miranda* warnings of the right to remain silent, etc. *S.A. v. State*, 654 N.E.2d 791 (Ind. App. 1995).

9. School personnel who question a student suspect have no duty to offer the student the opportunity to consult with a parent. *S.A. v. State*, above.

10. Every school adopts the following additional disciplinary rules as grounds for suspension or expulsion:

- a. Failing to report violations of student conduct rules and state or federal law.
- b. Aiding, assisting, or conspiring with another person to violate student conduct rules and state or federal law.

Parent Participation in Discipline

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising home-study-time, and ensuring regular school attendance. Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

Student Seclusion and Restraint

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint

CONFERENCES

Parents are encouraged to meet with teachers whenever there is a concern, however, arrangements must be made ahead of time. Teachers will not be interrupted during class time but may be reached by voicemail or e-mail to set up a conference time. For reasonable security, observations of a teacher's classroom by persons other than school administration personnel shall be allowed only after an appointment for such observation has been made at least one day (24 hours) in advance of the observation and the teacher has been notified at least one day (24 hours) in advance of said observation.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopted policy #5840 pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrating its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and to comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

DRESS CODE

Appropriate dress helps students stay focused on the educational activities of school and helps keep students safe during recess and physical education. Although everyone wants to look his or her best, some clothing and hairstyles that are "fashionable" are not appropriate or safe for school. Good judgment and common sense are the guidelines. The following standards apply to all elementary students:

1. No see-through clothing, fishnet clothing, spaghetti straps, tank tops, halter tops, or midriff exposing shirts. Pants must be worn at waist level and free of chains.
2. Clothing that advertises alcoholic beverages, tobacco, drugs, violence or is of questionable or offensive

nature is not to be worn. Clothing or accessories that are disruptive or distracting to the educational process will be evaluated by the teacher, principal, or designee and will be discussed with both the student and the parent/guardian.

3. Tank tops, backless shirts, and shirts with spaghetti straps must be worn with another shirt that reaches at least to the shoulder.
4. Students may wear shorts in warm weather, but they must be longer than the ends of the fingertips.
5. Students must wear appropriate and safe shoes. We have recess every day. Flip flops are not sturdy enough for the walking and play done at recess time. No flip flops, backless sandals, or “wheely shoes” are allowed.
6. Spray paint/paint for the hair, faces, etc. is discouraged and can be evaluated as number 2 above.

EMERGENCY DRILLS & SAFETY PROCEDURES & SECURITY

Fire Drills are held once a month and **Tornado/Severe Storm Drills** are held once a semester in accordance with state law. **Security Drills/Lockdowns** are held once a semester following Clark-Pleasant Community School procedures. The drills are held to practice the procedures that should be followed in the event of an emergency. The teachers go over specifics of the drill procedures.

All elementary schools have taken precautions to prevent, and if necessary, respond appropriately to a school crisis. All schools are monitored by surveillance cameras. All doors are locked all day. Everyone entering the building must ring the buzzer at Door #1 to contact the office for entry. Visitors sign in and out at the office and wear a visitor’s sticker or nametag. Staff members are prohibited from opening a locked door to individuals not wearing a visitor sticker. Staff members are required to report to the office any individual(s) not wearing a visitor sticker. ALL parents/guardians must pick up students at the office. No parent can go to a teacher’s room without the teacher being notified in advance. Only parents, guardians, or other appropriate adults will be allowed to visit the school. Friends from out-of-town or other schools will not be allowed to visit classes. The staff has been trained in emergency response and is familiar with Clark-Pleasant’s Crisis Intervention Guidelines.

EMERGENCY SCHOOL CLOSINGS ~ DELAYS ~ EMERGENCY EARLY DISMISSAL

If weather conditions warrant the consideration of the closing, delay in starting time or an early dismissal, we suggest you check the corporation website, social media and watch the major local television stations. Clark-Pleasant makes every effort to utilize our phone calling system to notify parents. This contact can be difficult if ice or storm conditions have damaged power lines.

School days that are canceled will be made up during snow make-up days or at the end of the year in accordance with state law. Days that are delayed do not need to be made up.

If the school operates on a 2-hour delay, the buses will run two hours later than usual. For example, if your child is picked up at 8:50 on a regular school day, they will be picked up at 10:50 on a 2-hour delay. Car riders will be able to enter the building at 10:50 and the tardy bell will ring at 11:10. No breakfast is served on 2-hour

delay days.

If weather or emergency situations warrant an early dismissal, schools will utilize information provided by parents at the beginning of the school year. The school will send students by their regular transportation unless noted by parents.

Please do not call the school for this information. During such times it is very important that we keep our phone lines open.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION OF LEGISLATION

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) Directory information is “personally identifiable information” schools are permitted to disclose without the consent of the parent or eligible student. Directory information is defined as information in an education record “which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance degrees and awards received, and the most recent previous educational agency institution

attended.” Eligible students and parents have the right to refuse the release of any or all of the information described above. Notice of student or parent refusal must be given to the school corporation within two (2) weeks of the student’s enrollment, or the beginning of the school year, whichever is later. The notice must specify which types of information are not to be released by the school corporation.

(5) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(6) When requested, the high school is required to release student directory information to military recruiters unless the eligible student or parent has opted out of providing such information by signing a written request or the Denial of Permission form by the end of the student’s sophomore year in high school.

(7) School will notify parents of students who are scheduled to participate in surveys or other activities that would request protected information of students. Parents have the right to opt his/her child out of participation of the specific activity or survey upon written notification within a reasonable time to the school principal.

(8) Anyone who wishes to challenge instructional material should contact the school principal where the instructional material is being used and he/she will inform the individual of the procedure for challenging instructional material.

(9) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U. S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920.

FIELD TRIPS

Most classes or grade levels take one or two field trips each year and are typically planned around an educational theme. Most of the trips have transportation provided free, but the destination may have an admission or lunch cost. At the beginning of each year, we will be sending home a permission slip for field trips that will cover the entire school year. Teachers may require students to dress appropriately for the field trip based on weather or destination. Student behavior is expected to be at its best. Any misconduct may result in losing the privilege of attending programs or field trips. When leaving for the field trip, the office maintains a list of students and adults riding each bus and their bus assignment in case of an emergency while on the trip.

Occasionally, parent chaperones are asked to attend. All chaperones must have met volunteer qualifications per the CPCSC Volunteer Policy which can be found in this handbook. Chaperones are assisting with student safety and supervision. Siblings are not permitted to attend.

FUNDRAISING/SELLING ITEMS AT SCHOOL

Our school sponsors fund raisers each year and participation will be voluntary for the individual students. CPCSC does not condone door-to-door fundraising sales. Students participating in the school-sponsored fund raiser and/or any other group’s fundraiser will not be permitted to sell any item during the school day. Any exception must be given administrative approval. Non approved items are not allowed to be sold on school property and/or buses. Non-approved items will be confiscated and sent to the office. In addition, no student is allowed to sell to other students any item or food product whether on the bus or school grounds.

CPCSC STUDENT HEALTH SERVICES

Clark-Pleasant Community School Corporation is proud to partner with Community Health Network to provide nursing services to our district. All Clark-Pleasant schools are staffed with a Registered Nurse.

It is the parent's responsibility to contact the school nurse anytime there may be a health-related concern/issue. Students must have a "Consent to Treat/HIPAA" form on file in order to be seen in the clinic. Students without permission will be seen for emergencies only.

CLINICS: The clinics are open daily during school hours. Students must have a pass to enter the clinic. Those without a pass will be sent back to class to obtain a pass. It is essential that phone numbers be updated if contact information changes during the school year. If the nurse is unable to reach a contact, the student will be sent back to class, unless there are signs of a contagious illness. (If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.)

ILLNESS: Nursing staff will follow the guidelines, laws and recommendations of the Indiana State Department of Health to prevent the spread of communicable diseases.

Please do NOT send your child to school if one or more of the following symptoms are present:

- **Temperature above 100.0 degrees.**

Indiana Department of Health Guidelines recommends that a student may return after 24 hours of being fever-free without the use of medication.

- **Conjunctivitis (pink eye), if considered contagious.**

Student must be examined by a health care provider and approved for readmission to school. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.

- **Impetigo, until treatment has begun.**

Parents should be advised to keep contagious children home until 24 hours after starting topical or oral antibiotic therapy.

- **Scabies, until treated.**

Student may return the day after treatment.

- **Head lice (Pediculosis)**

Student will be sent home from school if they are found to have live lice or nits closer than ½ inch from the scalp. Upon return to school, student must report to the school nurse and be cleared before returning to the classroom.

- **Uncontrollable vomiting or diarrhea with or without fever.**

Student must be symptom-free for 24 hours without use of medication.

- **Ringworm, until treatment has begun.**

- **Undiagnosed rash if fever is present.**

- **Viral eye infection.**

May return to school after health care provider states student is allowed to go to school.

- **Chicken Pox (Varicella).**

Student must be excluded for six days from appearance of vesicles or until all vesicles have scabbed.

· **Strep Throat (A positive culture for Streptococcal throat infection)**

The student must be excluded from school until he/she has had at least 24 hours of appropriate treatment and is without fever.

· **Pertussis (Whooping Cough).**

Student must be excluded for 5 days while receiving appropriate antibiotic therapy.

The school nurse may request a doctor's note for return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others. Students who have had surgery may be asked to provide a physician's release to return to school.

Please be aware bus transportation should not be utilized if the child exhibits symptoms of a contagious illness.

MEDICATIONS: CPCSC does not stock any over-the-counter (OTC) medications. In order for students to receive medication during the school day, a parent must complete a "**Request to Administer Medication**" form. Physician-prescribed medication must be in the original, correctly-labeled, prescription bottle. OTC medication must be in the original container with the student's name and date of birth clearly written on the bottle. We ask that all OTC medication brought to school is unopened prior to the nurse receiving it. Medication for students in grades K-8 must be transported to and from school by a parent/guardian. Medication for students in grades 9-12 may be transported home by the student if the nurse has signed parent permission. For student safety purposes, all controlled medication should be transported to and from school by a parent/guardian. A physician's order is necessary for a student to carry emergency medication (i.e. EpiPen or inhaler) with them during the school day. Medication that can be given before and after school will not be administered during school hours by the nurse.

SUPPLIES: It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes clothing, hygiene items, equipment/supplies/food for any type of special need, etc. The clinics possess wheelchairs for emergency response by school staff only. CPCSC cannot provide a wheelchair or any other medical supplies or devices, which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

IMMUNIZATIONS: Immunization records are reviewed at the time of enrollment, or whenever a change in the law requires additional immunizations for current students. Parents will be informed about changes in state laws pertaining to immunizations when it becomes available. New students may enroll but may not attend if the immunization record is not up-to-date with the current state requirements. Parents may contact the school nurse for further information.

HOMEWORK, STUDENT PERFORMANCE & ONLINE GRADEBOOK

Homework:

We believe homework should:

1. Give the student the opportunity to accept the responsibility of participating in the learning process.
2. Teach and improve the student's self-discipline.
3. Provide an extension of specific instruction to reinforce the learning experience in the classroom.
4. Foster effective study habits.
5. Provide an opportunity for independent work.
6. Strengthen communication between the home and school while affording parents an opportunity to become involved in the educational process.

Parents are encouraged to become involved in your child's homework. You may provide help, but please remember; it is his/her homework and should be done by him/her. You may want to choose a spot in your home where completed homework will be placed each evening to help your child pick up his/her homework and return it to school each day.

Average Homework Time

K and 1st Grade – 15 minutes a day and read together

2nd Grade - 20 minutes a day and do shared reading 15 minutes a day

3rd Grade - 20-30 minutes a day and have them read to you for 15 minutes a day

4th and 5th Grade - 40 minutes a day plus have them read to you

This is just a guideline. Many of these times will vary, depending on the teacher, assignments, how the child uses his or her work time during the school day, and if they are working on a special project.

Agenda Organizers

Students in grades 2, 3, 4, and 5 will be using the School Agenda Organizers. The students use these each day by writing their homework assignments and any other important information in them. The students are to bring this home nightly to remind them of any work that is due. There is a line for you to sign showing you have seen the organizers that day. Feel free to write any comments or notes to the teacher. The teacher will also use these to write notes to you about your child's work. We have found it to be very valuable in teaching the students good organizational skills as well as an excellent way to keep open communication between the home and the school.

Student Performance:

We expect all of our students to make their maximum effort while at school. We understand not every test taken or paper written will be perfect, however, we expect everyone's best efforts. Learning from mistakes is one of life's most important lessons.

Parents, if you suspect there is a problem, or want more information on your child's progress, please call the

school and set up a conference. Your input is important as we make decisions that affect your child and his or her future. Conferences may take place over the phone or in person. Please call before coming for a conference to ensure the availability of the teacher.

Celebration of Student Learning:

Student growth is acknowledged in multiple ways at the elementary level. Teachers celebrate with students using a variety of formal and informal strategies to recognize and celebrate growth and achievement. At the end of the school year, we will celebrate student growth and achievement at an Awards Day program, called “Celebration of Learning”.

Online Gradebook:

Parents can check their child’s progress on Essential Learnings by using the online grade book. The address is: <https://in-cpc-psv.edupoint.com/> ..

ITEMS FROM HOME

Small toys, trading cards, cell phones, video games and mp3 players create distractions in class and should not be brought to play with at school. All cell phones must be turned off during the school day. Special items should be left at home to avoid possible damage during recess or on the bus.

Clark-Pleasant Schools will assume no responsibility for items brought from home except those requested by the teacher. If items cause a disruption in class and must be confiscated by the teacher, the parent will need to come to school to retrieve the item. In addition, no child is allowed to sell to other students any item or food product on the bus or school grounds.

Students will be allowed to use electronic reading devices at teacher discretion and with parent permission during educationally appropriate times. The school will not be responsible for lost, broken or stolen items or spend school time investigating losses.

Some bus drivers allow children to bring electronic games or headphones to use while on the bus. If your child’s bus driver allows this, the items must be put in his or her book bag before getting off the bus in the morning and kept in the book bag until he or she is on the bus at the end of the day. The school will not be responsible for lost, broken or stolen items or spend school time investigating losses. We do not recommend these items be brought on the bus.

LEGAL NOTIFICATIONS

- **Enrollment/Emergency Information Card**

A registration process will be completed at the beginning of each school year. This process gathers important information about your child. The safety of all children is a primary concern of everyone at our school, and we

are entrusted to provide proper care. We make every attempt to ensure a safe environment at school, but accidents do happen, no matter how hard we try to prevent them. It is necessary that the school know of at least two other people to contact in case of an emergency. We also must have the name of your family doctor. Please share information as to what actions should be taken if your child was seriously ill or hurt and we were unable to reach you. *In case of address or telephone number changes, please contact the school immediately so that our records may be updated.*

- **Extra-Curricular Participation Policy**

To assure the extra-curricular programs of Clark-Pleasant elementary schools remain steadfast as compliments to the primary academic or curricular functions of education, any student wishing to participate in extracurricular activities at school must be enrolled as full time students in the Clark Pleasant Community School Corporation. This policy enables each building the ability to govern extra-curricular activities with eligibility standards in academics, attendance, and behavior.

- **Immunization Records/ Chirp**

As per Indiana Code 20-34-4-1(s), every student must have a signed permission letter on file for the Children Hoosier Immunization Registry Program (CHIRP) so that their immunization records can be stored in the CHIRP database. This letter will be on school letterhead and filed in the child's permanent record file.

- **Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

- **Non-Custodial Parent Access**

Non-custodial parents have equal access to records, grades, teacher meetings and school events unless the custodial parent produces a court order that limits the non-custodial parent's rights to access records and participation in school activities or terminates the parental rights of the non-custodial parent. Non-custodial parents have a right of access to the child at school unless a court order specifically denies that right.

- **Nondiscrimination Notice**

Clark-Pleasant Community School Corporation does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

- **Pest Control**

From time to time, it is necessary to apply lawn and pest control spray to our school lawns, athletic fields, and our school buildings. We try to apply these while students are not in the areas affected or during vacation days. Occasionally, these applications occur on school days. If you want to be notified prior to the application, please fill out the "Parent Registry for Notification" form found on the CPCSC website or stop by your school office to fill out the form.

- **Privacy**

The office will not give out the phone number or address of any of our students. The only exception is to PTO officers for the purpose of fundraising or volunteering after the parents have made an initial contact of interest. This safety issue will be strictly enforced.

- **Release of “Student Information”**

Clark-Pleasant Community School Corporation may release student information (1) to the media, (2) in the form of a student directory or yearbook, (3) on the Internet web pages and social media sites operated by the school corporation, (4) upon the request of recruiters for post-secondary education and training institutions to representatives of the Armed Forces, and (5) under other similar circumstances. Such release will be for the purpose of promoting the interests of the school corporation and its students. Information released under this policy *could* include the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Such release could also include a student photograph.

Students and parents have the right to refuse the release of any or all information described above. This information is on the Enrollment/Emergency Information Card which is filled out at the beginning of each school year. Notice of student or parent refusal must be given to the school corporation in writing within two weeks of the student’s enrollment, or beginning of the school year, whichever is later. The notice of refusal must specify which types of information are not to be released by the school corporation.

- **Sexual Harassment**

It is the policy of the Clark-Pleasant Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy to harass another employee or student through conduct or communication of a sexual nature.

If a student or employee believes he or she is a victim of sexual harassment the student/employee should come forward by submitting a “Grievance Report” form to the building principal.

- **Student Legal Name**

All students will be enrolled using their legal name found on their birth certificate. If your child’s name has been legally changed, please bring a copy of the legal papers stating the name change. All correspondence from the office will be done under your child’s legal name. We cannot accept any name other than the legal one, even if your child has used a different name for a long period of time.

- **Video Surveillance**

Each school building, grounds and buses are equipped with video surveillance devices. The resulting images may be used for prosecution or disciplinary action.

- **When Attending School Functions**

Persons who require assistance regarding access to the facilities, special assistive devices, or special seating

arrangements are requested to telephone the school office in advance of the event.

LOST AND FOUND

Students are responsible for their textbooks, library books, and other personal belongings. Students are advised to put their names in books, coats, glasses cases, and lunchboxes. Please do not bring valuables to school. Books, school materials, and other student items that are found are turned into the office. Any student who loses an item should inquire in the office to see if it has been found. Items remaining in the lost and found will be discarded or donated to charity at seasonally appropriate times of the school year.

PARTIES AND CELEBRATIONS

Several parties are planned throughout the school year. While we want these to be a fun time and create positive memories for our students, there are certain guidelines we must follow to comply with state statutes and help keep the building nice.

Individually pre-packaged fruit-type drinks are the best choice. Any bottled drinks that are brought to school need to be clear. It is very difficult to get spilled colored liquids such as kool-aid, punch, and cola out of the carpet. Please help us keep our school looking great!

The State Board of Health also requires any treats (cupcakes, cookies, etc.) brought to school **MUST** be obtained at a store and cannot be baked at home. We do enjoy your home-cooking, but these regulations are in place to protect all the children and this is the only way they can monitor against possible unintentional contamination.

Parents are expected to arrange with the child's classroom teacher at least one day in advance before sending in treats for a special occasion. This will allow the treats to be scheduled for a time that will cause the least disruption to the educational process.

PARTY INVITATIONS & DELIVERED GIFTS

Parties are a great way to celebrate birthdays and other special events, and children often wish to include classmates in these occasions. However, one of the most painful childhood experiences is to be left out of an activity when most children are included. **Party invitations may not be passed out at school.** Please pass out party invitations away from school or mail them to the students. Thank you for your cooperation in this matter.

Special gifts, such as balloons or flowers, should not be delivered to school. They will not be sent to the child's room. Although these surprises are fun for the child receiving them, they are disruptive to learning and are a hazard on the bus.

PICKING UP STUDENTS DURING THE SCHOOL DAY

If it is necessary for your child to leave school during the school day, parents are to notify the teacher and the office by note or phone. **Children will be called to the office when the parent arrives, not before.** If for any reason someone other than a parent will be picking up the child, parents must notify the school whom to expect in writing if possible, unless designated on the emergency information. All persons picking up students must report to the office and sign out the child. This policy is for the safety of your child.

Any child who is tardy or leaves early for any reason will not be eligible for perfect attendance.

PLAYGROUND RULES/RECESS INFORMATION

Outdoor play is good for children both physically and mentally. Recess will be outside, weather permitting. Students will continue to go outside unless the temperature or wind chill temperature is 15° or below. On hot days, students will continue to go outside until the heat index reaches 95. In both cases, teacher discretion will be executed. Please dress your children appropriately keeping in mind that they will be going outside. If a child needs to stay in longer than three days from recess then a Doctor's note is required.

Although each grade level team has some age-appropriate guidelines, there are certain rules that all children are expected to follow. There will be no rough play, which includes tackle football and wrestling. Baseballs are not allowed.

For the safety of all students, adult visitors are not permitted at recess.

P.T.O.

The Parent-Teacher Organization (PTO) exists to strengthen the bond between home and school. The PTO shall inform parents of current education trends and practices and make use of parent resources in ways that best benefit the students of each elementary school. Committee coordinators and volunteers in this organization are people who are dedicated to the welfare of our children. P.T.O. provides activities for the children and their families, supports the school staff, and provides financial support to many programs. They need your help to best support the activities. You may watch the school newsletter or contact the school office for more information regarding who you can contact to volunteer.

SAFETY

Our District's Tip Reporting Service: Safety is one of our district's top priorities, that is why we are now using a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration. To submit a tip, go to the school corporation website, www.cpcsc.k12.in.us, click on the menu button, and click on the "Report an Incident" button then follow the steps outlined. Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

SCHOOL PICTURES AND YEARBOOKS

Students will have the opportunity to have individual pictures taken in the fall and again in the spring. The purchase of pictures is voluntary. However, the picture must be taken for the yearbook, student records, and student ID cards. Students will be notified several days in advance of the date the photographer will be at the school. A yearbook is offered for those individuals who would like to keep a memory of the school year. Most of these items are paid for in advance.

SENDING NOTES OR MONEY TO SCHOOL

Whenever you send a note or money to school, it is your child's responsibility to turn it in to the teacher. Although teachers in the younger grades try to remind students to check their book bags for such items, it is a good idea to stress to your child that it is his/her responsibility to give it to the teacher. **ALL MONEY SHOULD BE SENT IN A SEALED ENVELOPE**, clearly marked with the child's name and purpose for sending.

Please limit the amount of money sent to school to the exact amount needed for a particular purpose. It is best not to combine fees in one check as they are often due to different people. Please send exact change as we are unable to make change.

TELEPHONE CALLS

While communication between teacher and parent is extremely important to us, no teacher will be called to the telephone except in cases of emergency. You may leave a message with the office staff or on the teacher's voice mail. If there is an emergency, please speak to the principal. He/She will then relay the message to your child's teacher. Students are not permitted to speak to their parent on the telephone during school hours unless the principal/teacher has given them permission to do so. Please do not call after 3:00 p.m. with a message for your child because it may not get to your child before the buses are loaded. Students may not use cell phones during school hours. All cell phones must be turned off during the school day.

VISITORS

Parents are always welcome to visit our school and are encouraged to do so. For everyone's safety, all visitors must sign in at the office to obtain a visitor sticker or badge. Only parents, guardians or other appropriate adults will be allowed to visit the school. If you plan to visit a classroom, please call a day before to make sure it's a good time for a visit.

For the safety of all students, special guidelines are enforced for lunchtime visitors. These guidelines include:

1. Any adult who is on a child's emergency card will be allowed to eat lunch with that child.
2. If an adult is not on a child's emergency card, they may eat lunch with a child if they have been given written permission by the parent or guardian.

3. All lunch visitors should be prepared to show picture ID in the front office.
4. Lunch visitors and the child they are visiting will sit at a separate table if space allows in the cafeteria.
5. Visitors may not stay for recess.

VOLUNTEERS IN OUR SCHOOL

Home-School partnerships are the mutual collaboration, support and participation of parents and school staff in activities and efforts that directly and positively affect the educational process of children.

The statement above reflects our feelings concerning your presence in the building, and our ultimate goal of educating CPCSC children. It also refers to our beliefs of how the school-community relationship should exist. We invite you to share with us as active participants in this home-school partnership to produce a meaningful experience for your children.

The state requires all building volunteers to have a criminal history check. The forms are available in the office. Any adult who volunteers and works directly with students will need to fill out the corporation volunteer application/criminal background check *before* volunteering in the classroom or going on field trips. A new application must be filled out each year. This application can take 2 or 3 days to process so please plan ahead.

There are many opportunities for volunteers in our school. Classroom volunteers enrich the educational experiences by assisting teachers with instructional tasks. Dependability, flexibility, willingness to assist in any capacity, and an interest in the education of children are qualities that describe a good classroom volunteer. Even though you have many other responsibilities and may not be able to be here as often as you wish, any time you can volunteer is a tremendous help. Volunteer opportunities are also available in art, music, P.E., the library, and our STEM Labs. Any parent interested in volunteering should contact your child's teacher or the PTO officers to discover volunteer opportunities. Due to assessment windows and instructional time, classroom volunteers and schedules are at the discretion of our teachers.

Elementary Additional Building and Contact Information

Each school will utilize this space to provide specific building information such as:

- ***Building Name***
- ***Address***
- ***Office phone numbers***
- ***Office staff***
- ***Arrival and Dismissal Times***
- ***Tardy procedures***
- ***Bus Arrival and Dismissal Procedures***
- ***Car Rider Arrival and Dismissal Procedures***